

Ogmore Valley Community Council Cyngor Cymuned Cwm Ogwr



FINANCE AND GENERAL COMMITTEE MEETING CYFARFOD PWYLLGOR CYLLID A CYFFREDINOL

Tuesday 23 November 2021, 6.30 pm at Zoom
Dydd Mawrth 23 Tachwedd 2021, 6.30 pm yng Zoom

MINUTES

In Attendance

Cllr Gareth Prescott (Vice-Chair)

Cllr Angela Jones

Cllr Andrew McKay

Cllr Hywel Williams - joined at 6.35pm

Scott Allin – Clerk

Laura Williams – Assistant Clerk/RFO

1 Apologies for Absence

Apologies notified from the following:-

Cllr Dhanisha Patel – leave commitments

Cllr Richard Shakeshaft – family commitments

Cllr Andrew Davies – work commitments

Resolved: members unanimously accepted the apologies for absence. In the absence of Cllr Patel, the Chair was taken by Cllr Prescott.

2 Declarations of Personal/Prejudicial Interests in accordance with the Council's Code of Conduct & Section 106 of the Local Government Finance Act 1992

No interests to declare.

3 Minutes 9 February 2021

No items were raised as the minutes had been previously approved by Full Council.

4 Matters Arising

Cllr Hywel Williams joined the meeting at 6.35pm

It was noted that the Council responded to the Audit Wales report and recommendations in February 2021 but was still awaiting a final response from Audit Wales. The Clerk had spoken to Audit Wales and there was likely to be a report sent in the next few weeks when it had been cleared by their Director. It is likely that the 25 January 2022 Council Meeting would discuss the final report.

It was noted that there had been no response from the previous Clerk and no actions would therefore be taken in response.

It was also noted that the Clerk had written to HMRC on 12 April 2021 to outline the issues raised by Audit Wales. HMRC had responded on 2 November 2021 and enclosed a cheque for £106.20 which it is assumed nets off the credit balance on the account with the unpaid tax.

The work of the Clerk and particularly the RFO, on the response to this report was commended.

5 Review of 2021/22

It was noted that the 2021/22 budget had been reviewed to include the part year extra costs of the Warden as revisions to other budgets where it was forecast that there would be an underspend during the year. This gave a forecast spend for the remainder of 2021/22 of a maximum of K£72 which would leave reserves for Community Projects such as CAT, elections and Audit Wales costs at over K£100.

Resolved: to confirm the revised 2021/22 budget as outlined in Appendix A.

6 Budgets 2022/23

It was noted that the 2022/23 budget had been increased to include the full year costs of the Warden as well as increases in national insurance and training costs.

There was also an inflation related increase the administration costs while K£10 had been allocated to election costs form May 2022.

It was agreed that a reserve of K£5 should be set aside for Blackmill YCC rather than an annual budget allocation so that one-off emergency repairs could be addressed.

The budget for 2022/23 would therefore be set at £102,967 by moving the Blackmill YCC to reserves.

Resolved – To approve the 2022/23 budget as outlined in Appendix B.

7 Precept 2022/23

BCBC had not informed the Community Council of the number of houses in the Ogmore Valley on which the precept would be levied but assuming it was 2,576 which was the number for 2021/22 then this would lead a in year budget deficit of around K£10 if the precept was kept at £36.01 per household. Following discussion it was agreed that the Council's reserves were sufficient to enable a stand still precept for 2022/23 to be set as any deficit could be funded from reserves.

It was confirmed that the reserves were set aside for the Council to address the two ongoing CATs if there became feasible.

It was noted that when BCBC requested the precept the RFO and Clerk will calculate the actual figured based on the up-to-date household information.

Resolved – To approve precept to remain at £36.01 for 2022/23.

8 Internal Audit Report Recommendations

(i) Accounting system – Excel or Rialtas

It was noted that the Clerk and RFO had met with another Community Council as well as the preferred software provider. The benefits of an accounting system included an audit trail and better reporting but that the Council's current excel system was operating effectively at the moment while there were also some improvements on excel reporting that could be introduced. Furthermore, the minimum cost of a new accounting system for one user is just under K£1 and there will also need to be training as well which would be disrupting while there are a number of other projects underway.

Resolved – to keep the need for a new accounting system under review.

(ii) Invoice Certification Stamp

The current system is operating effectively with all payments being authorised by Full Council before the actual payments being made electronically by the Chair of Council who has access to all the invoices prior to payments being made.

Resolved – to keep the need for an invoice certification stamp under review.

(iii) LCRS Software for Risk Registers

There is no need for software for the risk register at present but the Council is developing an Operational and Health and Safety Risk Register which will be brought to the next Council meeting for approval.

Resolved – to keep the need for an automated risk register under review.

(iv) Investment strategy

The Council is currently introducing internet banking with Co-op and will review whether higher returns on deposits can be achieved under the present arrangements.

Resolved – to introduce a Treasury Management Policy outlining the Council's current banking and investment arrangements.

9 Recommendations to Full Council

The resolutions above to be ratified by Full Council.

The meeting closed at 7.20pm

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Signature of the Chairperson, Cllr Gareth Prescott

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Date

Scott Allin -
Clerk of the Council
Scottallin495@gmail.com

				Appendix A
OGMORE VALLEY CC	2021/22	2021/22	Movement	2021/22
BUDGET REVIEW	12 month	Total	in Funds	Total revised
	BUDGET	Remaining		Remaining
Staffing:				
Salaries	£ 21,924.00	£ 10,860.00	£ 2,610.00	£ 13,470.00
Pension Contributions	£ 900.00	£ 448.04	£ 112.40	£ 560.44
HMRC: PAYE/NICS	£ 3,100.00	£ 2,617.30	£ 360.00	£ 2,977.30
Staff Expenses eg mileage/meetings	£ 250.00	-£ 82.63	£ 810.00	£ 727.37
Training: CILCA, SLCC, FiLCA, Lantra	£ 2,825.00	£ 2,825.00	£ -	£ 2,825.00
Other				
Total:	£ 28,999.00	£ 16,667.71	£ 3,892.40	£ 20,560.11
Administration:				
Postage, Stationery & Printing	£ 900.00	£ 900.00		£ 900.00
SLCC Membership	£ 150.00	£ 150.00		£ 150.00
Information Commissioner Fee 2021	£ 45.00	£ 10.00	-£ 10.00	£ -
One Voice Wales Membership	£ 1,400.00	£ 96.00	-£ 96.00	£ -
Office Equipment	£ 1,500.00	£ 1,500.00	-£ 1,000.00	£ 500.00
Home as Office	£ 432.00	£ 270.00		£ 270.00
Misc: Payroll services, HR Policies	£ 250.00	£ 4.00	-£ 4.00	£ -
& Rent				
Publication Scheme:				
Newsletters and Notice Boards				
Website	£ 2,300.00	£ 1,900.40	-£ 1,000.00	£ 900.40
Total:	£ 6,977.00	£ 4,830.40	-£ 2,110.00	£ 2,720.40
Statutory				
Audit Fees (internal & external)	£ 2,500.00	£ 1,948.00	-£ 1,948.00	£ -
Council Insurance	£ 1,500.00	£ 366.48	-£ 366.48	£ -
Total:	£ 4,000.00	£ 2,314.48	-£ 2,314.48	£ -
Blackmill Y & CC				
Repairs and maintenance	£ 5,000.00	£ 5,000.00	£ -	£ 5,000.00
Total:	£ 5,000.00	£ 5,000.00	£ -	£ 5,000.00
Civic:				
Councillor Annual allowances £150 x 15	£ 1,650.00	£ 1,650.00	£ -	£ 1,650.00
Councillor Carer's Allowances	£ 1,000.00	£ 1,000.00	-£ 500.00	£ 500.00
Councillor Expenses	£ 500.00	£ 500.00	-£ 250.00	£ 250.00
Chair's Allowance	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00
Elections				
Councillor Training	£ 1,000.00	£ 1,000.00	-£ 500.00	£ 500.00
Total:	£ 5,150.00	£ 5,150.00	-£ 1,250.00	£ 3,900.00
Powers Donations	£ 3,000.00	£ 2,621.00	£ -	£ 2,621.00
Heritage Lottery Fund	£ 4,700.00	£ -		£ -
Windfarm Mens Shed	£ 9,525.71	£ 9,525.71		£ 9,525.71
Community Services and Plan				
Summer Playscheme	£ 4,500.00	£ 4,500.00	£ -	£ 4,500.00
Christmas Lights	£ 24,000.00	£ 24,000.00	£ -	£ 24,000.00
Remembrance Budget	£ 600.00	£ 242.80	-£ 242.80	£ -
Community Projects	£ 64,240.05	£ 61,332.05	-£ 61,332.05	£ -
Total:	£ 93,340.05	£ 90,074.85	-£ 61,574.85	£ 28,500.00
General Reserves:	£ 14,630.00	£ 14,630.00	£ -	£ 14,630.00
Community Projects Reserves:		£ -	£ 63,356.93	£ 63,356.93
Restricted Reserves:	£ 52,972.34	£ 52,972.34	£ -	£ 52,972.34
Wales Audit Office Investigation	£ 30,000.00	£ 30,000.00	£ -	£ 30,000.00
Elections	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00
Business Select Account	£ 12,972.34	£ 12,972.34	£ -	£ 12,972.34
TOTAL BUDGET (inc reserves)	£ 228,294.19	£ 203,786.49		£ 203,786.49

			Appendix B
OGMORE VALLEY CC	2021/22		2022/23
BUDGET REVIEW	12 month		Revised
	BUDGET		BUDGET
Staffing:			
Salaries	£ 21,924.00	£ 8,286.00	£ 30,210.00
Pension Contributions	£ 900.00	£ 308.00	£ 1,208.00
HMRC: PAYE/NICS	£ 3,100.00	£ 1,069.00	£ 4,169.00
Staff Expenses eg mileage/meetings	£ 250.00	£ 1,370.00	£ 1,620.00
Training: CILCA, SLCC, FiLCA, Lantra	£ 2,825.00	£ 4,519.00	£ 7,344.00
Other			
Total:	£ 28,999.00	£ 15,552.00	£ 44,551.00
Administration:			
Postage, Stationery & Printing	£ 900.00	£ 50.00	£ 950.00
SLCC Membership	£ 150.00	£ 10.00	£ 160.00
Information Commissioner Fee 2021	£ 45.00	£ 5.00	£ 50.00
One Voice Wales Membership	£ 1,400.00	£ 100.00	£ 1,500.00
Office Equipment	£ 1,500.00	£ 100.00	£ 1,600.00
Home as Office	£ 432.00	£ 24.00	£ 456.00
Misc: Payroll services, HR Policies & Rent	£ 250.00	£ 250.00	£ 500.00
Publication Scheme:			
Newsletters and Notice Boards			
Website	£ 2,300.00	-£ 800.00	£ 1,500.00
Total:	£ 6,977.00	-£ 261.00	£ 6,716.00
Statutory			
Audit Fees (internal & external)	£ 2,500.00	£ -	£ 2,500.00
Council Insurance	£ 1,500.00	£ -	£ 1,500.00
Total:	£ 4,000.00	£ -	£ 4,000.00
Blackmill Y & CC			
Repairs and maintenance	£ 5,000.00	-£ 5,000.00	£ -
Total:	£ 5,000.00	-£ 5,000.00	£ -
Civic:			
Councillor Annual allowances £150 x 15	£ 1,650.00	£ 450.00	£ 2,100.00
Councillor Carer's Allowances	£ 1,000.00	£ -	£ 1,000.00
Councillor Expenses	£ 500.00	£ -	£ 500.00
Chair's Allowance	£ 1,000.00	£ -	£ 1,000.00
Elections		£ 10,000.00	£ 10,000.00
Councillor Training	£ 1,000.00	£ -	£ 1,000.00
Total:	£ 5,150.00	£ 10,450.00	£ 15,600.00
Powers Donations	£ 3,000.00	£ -	£ 3,000.00
Heritage Lottery Fund	£ 4,700.00	£ -	£ -
Windfarm Mens Shed	£ 9,525.71	£ -	£ -
Community Services and Plan			
Summer Playscheme	£ 4,500.00	£ -	£ 4,500.00
Christmas Lights	£ 24,000.00	£ -	£ 24,000.00
Remembrance Budget	£ 600.00	£ -	£ 600.00
Community Projects	£ 64,240.05	-£ 64,240.05	£ -
Total:	£ 93,340.05	-£ 64,240.05	£ 29,100.00
General Reserves:	£ 14,630.00	£ -	£ 19,630.00
General	£ 14,630.00	£ -	£ 14,630.00
Blackmill Community Centre	£ -	£ 5,000.00	£ 5,000.00
Community Projects Reserves:	£ -	£ 61,332.05	£ 61,332.05
Restricted Reserves:	£ 52,972.34	-£ 10,000.00	£ 42,972.34
Wales Audit Office Investigation	£ 30,000.00		£ 30,000.00
Elections	£ 10,000.00	-£ 10,000.00	£ -
Business Select Account	£ 12,972.34		£ 12,972.34
TOTAL BUDGET (inc reserves)	£ 228,294.10		£ 226,901.39
BASE BUDGET (without reserves)	£ 96,451.71		£ 102,967.00